

APPENDIX F

TDCS RFP RESPONSE CHECKLIST

	4.4.1. Cover Page
	<ul style="list-style-type: none"> ▪ Identity of the project ▪ Name of the offeror ▪ Name and title of the person to be contacted concerning the offeror's proposal ▪ Telephone number, e-mail address and fax number for the offeror's contact person ▪ Date of the proposal ▪ Federal Tax Identification Number (TIN) or Social Security Number (SSN) and vendor's Uniform Business Identifier (UBI) number.
	4.4.2. Offer. Statement that the price quoted in the response constitutes a firm offer valid for sixty (60) days following receipt and that the State may accept any time within the 60-day period.
	4.4.3. Cost Proposal. The cost proposal shall include an itemized list of all direct and indirect costs associated with providing the deliverables described in this RFP, organized by deliverable, and broken down by detailed deliverable subsections described in the project work plan.
	4.4.4. Qualifications (Knowledge, Expertise, Capabilities)
	4.4.4.1. Offeror History. Brief description and history of the Offeror's organization and anticipated utilization of its available resources for this project.
	4.4.4.2. Offeror Qualifications. Information that highlights Offeror's particular abilities to successfully complete the services and how the Offeror will structure, develop and manage the project.
	4.4.4.3. Experience. Describe the experience of the Offeror and professional staff that will be assigned to this project with developing and deploying mobile traffic data collection software applications.
	4.4.4.4. Assignment of Professional Staff. The Offeror shall provide sufficient staff that is trained, assigned, monitored and supervised. The response shall state the names of individuals that will work on the project, the roles they will fill, and include their resumes. Resumes should include education, experience, significant accomplishments and any other information pertaining to the project. Please describe job experience in similar projects for the past five years, include specific tasks accomplished by each proposed team member, and include the total months the team member worked on each engagement. When describing a team member's experience and training, be specific in documenting the work the team member accomplished.

	4.4.4.5. Conflicts of Interest.
	4.4.4.5.1. Document any conflict(s) of interest due to other clients, contracts, or property interest. Include a sworn statement certifying that no member of ownership, management, or staff has vested interest in any aspect of this project.
	4.4.4.5.2. Statement that no assistance in preparing the response was received from any current or former employee of the State of Washington whose duties relate(d) to this RFP, unless such assistance was provided by the state employee in his or her official public capacity and that neither such employee or any member of his or her immediate family has any financial interest in the outcome of this RFP.
	4.4.4.5.3. State if the vendor or any employee of the vendor is related by blood or marriage to an AOC employee. If there are such relationships, list the names and relationships of such parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
	4.4.4.5.4. State whether any of the individuals to perform work on the contract is a current state employee or a former state employee during the past two years. State the employing state agency, individual's title at that state agency, and termination date.
	4.4.4.6. Supplemental Information. Any supplemental information the Offeror thinks will be valuable to the state in evaluating the qualifications of the Offeror and its individual personnel to provide the services described in this RFP.
	4.4.5. Financial Information
	4.4.5.1. Status of Offeror.
	4.4.5.1.1. If a corporation, list the state and date of incorporation.
	4.4.5.1.2. If other than a corporation, list all general partners, joint venturers, persons or entities with an interest of ten percent (10%) or more in the Offeror, indicating the title, if any, and the percentage of the interest of each.
	4.4.5.2. Failure to Complete Prior Projects. Disclose whether the Offeror (or any general partner or joint venture of the Offeror) has ever failed to complete a similar project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
	4.4.5.3. Litigation. State the case number and party names of all litigation the vendor has been named in that has been filed since January 1, 1997. Vendor may omit any employment related cases. It is not sufficient to state that litigation has no effect on this procurement. FAILURE TO DISCLOSE will result in disqualification of the vendor and, if applicable, may be grounds for termination of any contract entered with the vendor.
	4.4.5.4. Financial Statements. Provide five years of audited financial statements and the most recent Dun & Bradstreet report.
	4.4.5.5. Organization. Provide an organizational chart depicting a breakdown of employee positions by department or functional role within the organization.

	<p>4.4.6. Requirements Matrix. Vendors shall respond to each question/requirement contained the matrix found in Appendix A. The vendor response shall acknowledge each requirement with either a description of how each requirement will be satisfied or the extent of noncompliance including justification for any proposed workarounds.</p>
	<p>4.4.7. Exception list. Offeror shall provide an exception list that identifies the specific business or technical requirements of this RFP that cannot be met as stated, describes the reasons it cannot be met, and outlines proposed alternative solutions.</p>
	<p>4.4.8. Design. The response to this RFP shall provide a comprehensive top-level design for the system, including a description of the proposed architecture, hardware, software and network components.</p>
	<p>4.4.9. Project Work Plan. The proposal should contain a section that focuses on the project work plan. It should provide a preliminary work plan that will be refined during the four-week detailed design and project planning phase. The purpose of the work plan is to establish a schedule with tasks, identify resource requirements, identity and describe deliverables and activities, and establish mutual expectations and understanding in order to complete the project successfully.</p>
	<p>4.4.9.1. A description of how the offeror plans to become familiar with the State's existing systems environment and the requirements of the contract.</p>
	<p>4.4.9.2. A description of the project management tool(s) that will be used to manage and maintain the project work plan and resources throughout the life of the project.</p>
	<p>4.4.9.3. An identification of the tasks required to complete the project.</p>
	<p>4.4.9.4. A definition of dependencies between tasks within the work plan.</p>
	<p>4.4.9.5. A definition of how the various tasks combine to create the contract deliverables.</p>
	<p>4.4.9.6. A segregation of the project tasks into phases or iterations and resulting key project milestones.</p>
	<p>4.4.9.7. A clear indication of how and when proposed application areas will be developed and delivered.</p>
	<p>4.4.9.8. A Gantt chart showing tasks, activities, phases, dependencies, and milestones.</p>
	<p>4.4.9.9. A schedule of expected on-site support provided by offeror's staff for each phase of the project.</p>
	<p>4.4.9.10. In addition to narrative, this section should include a preliminary project work plan developed in a MS Project 2000 compatible format. The narrative should facilitate understanding of the work plan.</p>
	<p>4.4.10. Source Code. The proposal must describe the offeror's willingness and ability to provide the application source code without additional charge upon project completion.</p>
	<p>4.4.11. References Provide at least three client references for projects of similar size and complexity. Information should include, at a</p>

	<p>minimum:</p> <ul style="list-style-type: none"> ▪ Company name ▪ Contact name ▪ Contact's Title ▪ Mailing address ▪ Telephone number ▪ E-mail address ▪ Description of services provided
	<p>4.4.12. Payment Schedule.</p> <p>Provide a deliverable/payment schedule for this project that:</p> <ul style="list-style-type: none"> ▪ Describes each deliverable; ▪ Estimates the cost of each deliverable; ▪ Estimates a schedule for completion of each deliverable.
	<p>4.5. Proposal Format.</p> <p>Vendors shall submit their proposals electronically either on a CD, DVD, (5 copies needed) or via email. The response must be entirely self-contained. For example, there shall not be links to web pages or other documents that are not contained in the delivered package. Additionally, five (5) paper copies of the proposal would be helpful for the evaluation, but are not required. If submitted, the paper copies should be on standard 8-1/2 by 11 inch paper.</p> <p>Documents contained in an electronically submitted response shall be in MS Word, .PDF, or HTML.</p>